

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>LAB-007</b>
	Subject <b>Photography - Proper Release of Photographs/Digital Images</b>	
	Special Instructions <b>Replaces LAB-007 dated March 1, 2015</b>	Effective Date <b>November 30, 2017</b>

## **I. PURPOSE**

Establish guidelines for the proper release and collection of fees for Department photographs/digital images, hereafter referred to in this procedure as “photographs.”

## **II. POLICY**

Photographs having evidentiary value are considered confidential and shall not be released to the public without legal subpoena. Photographs of vehicle crash scenes; however, may be released upon request, and the Department shall furnish copies and collect fees for these photographs.

## **III. PROCEDURE**

**A. Crime Scene Photographs** – Photographs taken for the purpose of depicting specific facts of evidence or of crime scenes shall not be released to the public without a valid subpoena.

**B. Vehicle Crash Photographs** – Pursuant to IC 9-29-11-1, the Department shall, upon request, furnish copies and collect fees for photographs of vehicle crashes to any person making a request.

1. Fees for vehicle crash photographs shall be set at \$15.00 per CD.

2. All requests for vehicle crash photographs shall be made to the Indiana State Police Legal Office via [publicrecords@isp.in.gov](mailto:publicrecords@isp.in.gov) or, if made to a District, referred to the Legal Office through [publicrecords@isp.in.gov](mailto:publicrecords@isp.in.gov).

3. The fiscal responsibilities associated with collecting and processing fees for photographs shall adhere to policies and procedures set forth by the Fiscal Division in conjunction with IC 5-13-6-1(b) that states in part: *“all public funds collected by state officers...shall be deposited with the treasurer of the state, or an approved depository selected by the treasurer of the state, no later than the business day following the receipt of the funds”*.

a. A three (3) part, pre-numbered receipt book, or digital equivalent, shall be utilized at each State Police District or Division. Receipts shall be issued and recorded at the time of the transactions. District/Division personnel shall give the original copy to the person requesting the photographs, forward the second copy to the Fiscal Division, and retain the third copy in their files.

b. All checks received shall be restrictively endorsed with an endorsement stamp immediately upon receipt. If a stamp is not immediately available, *“For Deposit Only”* shall be written on the back of the check.

c. All checks received in payment for vehicle crash photographs shall be made payable to the Indiana State Police Department.

d. On a daily basis, all checks/funds received and applicable receipts shall be forwarded to the Fiscal Division for deposit with the State Treasurer.

e. Documentation to support monies received must be maintained and made available for audit to provide supporting information for the validity and accountability of monies received.

Documents must be filed in such a manner as to be readily accessible, or otherwise reasonably attainable, upon request during an audit per IC 5-13-5-1, that states in part: *“Every public officer who receives or distributes public funds shall: (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; and (2) balance the cashbook daily to show funds on hand at the close of each day...the cashbook is a public record and is open to public inspection in accordance with IC 5-14-3.”*

4. The Department, if requested, may disclose the identity of persons involved in a vehicle crash if a report has been submitted to the Department.

**C. Public Information (PIO) Photographs** – Photographs taken that are of no specific evidentiary value, but which depict only general scenes of incidents or vehicle crashes, may be released to the news media as noted in SOP PIO-002 with the approval of the assigned investigating officer or the incident commander.

**D. General Public Interest Photographs** – Photographs of personnel or of various Department activities (memorial service events, youth camps, trainings, etc.), which are of general public interest, may be released as noted in SOP PIO-002 to individuals and to the news media, depending on the public relations value, and at the discretion of the incident commander.

E. This procedure is to be used in conjunction with all relevant Departments regulations, rules, policies, and procedures.